



# LOS ANGELES COUNTY COMMISSION ON HIV

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## OPERATIONS COMMITTEE MEETING MINUTES July 27, 2015

Approved  
8/24/2015

MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	COMM STAFF/ CONSULTANTS
AJ King, MPH, <i>Co-Chair</i>	Terry Smith, MPA/Traci Bivens-Davis	Kevin Donnelly	Dawn McClendon
Kevin Stalter, <i>Co-Chair</i>	Terrell Winder	Aaron Fox, MPM	Jane Nachazel
Joseph Green		Bradley Land	Nicole Werner
Ted Liso/Edd Cockrell			
Anthony Mills, MD	MEMBERS ABSENT		
Jose Muñoz	Douglas Lantis, MBA ( <i>on leave</i> )	DHSP STAFF	
Juan Rivera	Lisa Goldstein ( <i>Alt. for Mills</i> )	None	
Ricky Rosales	Rev. Alejandro Escoto, MA ( <i>Alt. for Rivera</i> )		
Sabel Samone-Loreca	Danielle Campbell, MPH ( <i>Alt. for Samone-Loreca</i> )		

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 7/27/2015
- 2) **Minutes:** Operations Committee Meeting Minutes, 6/29/2015
- 3) **Bylaws:** Bylaws of the Los Angeles County Commission on HIV, 7/11/2013
- 4) **Roster:** Commission on HIV Mentorship Roster, 7/21/2015
- 5) **Table:** Scoring Matrix, July 2015
- 6) **Table:** Overall Attendance Percentages, January - December 2014
- 7) **Questions:** Interview Questions for New and Renewal Member Applicants to the Commission on HIV, 4/23/2015
- 8) **Form:** Commissioner Application Evaluation/Scoring Form, 4/23/2015
- 9) **Graphic:** Los Angeles County Service Planning Areas and Service Planning Areas by Supervisorial District (map), August 2002
- 10) **Applications:** Commission on HIV Applications submitted by: Joseph Cadden, Jim Chud, Shawn Imitates Dog, Michelle Enfield, Terry Goddard, Bridget Gordon, Joe Green, Miguel Martinez, Chandi Moore, Jose Muñoz, Juan Rivera, Julio Rodriguez, Terry Smith, Lambert Talley, Octavio Vallejo, Terrell Winder; 7/27/2015

1. **CALL TO ORDER:** Mr. King called the meeting to order at 10:05 am.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve the 6/29/2015 Operations Committee Meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** There were no comments.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** Ms. Samone-Loreca was running in and had tickets for the Hollywood Queen USA Pageant on 8/23/2015. Proceeds support the Nicole Murray Ramirez Scholarship Fund.
6. **CO-CHAIRS' REPORT:**
  - The Co-Chairs thanked all who participated in interviews. Interviews were inspirational as well as informative particularly in the wealth of feedback from renewal applicants. A report on input will be developed after this process is complete.

- Mr. Rivera both interviewed and was interviewed. He would like more feedback from interviewers to interviewees as well.
- Mr. Stalter also noted discussion on re-tailoring questions to better focus on issues pertinent to new or renewal applicants.

**7. MEMBERSHIP MANAGEMENT:**

- Extensive discussion explored how to improve recruitment in under-represented areas and among under-represented populations as well as how to improve retention of Commission members representing those areas and populations.
- Ms. Bivens-Davis reported some Commission members have left for reasons they prefer not to discuss because they do not find the Commission trustworthy. New Commission members, especially those on Alternate seats, can feel powerless without education and formation on how to effectively participate in a complex, institutional setting.
- While invited, people feel they cannot participate or make informed choices without foundational information. Those who have achieved empowerment in most areas of their lives are particularly struck by feeling powerless to impact the work.
- Messrs. Donnelly and Liso, both previously Alternates, noted they actively involved themselves in Commission work. The full Commission meetings only review and respond to work developed in Committees, work groups and other bodies such as Caucuses and Task Forces. Ms. Nachazel added Alternates can apply for a secondary assignment to a Committee besides the one the full seat member serves on. Secondary assignment Committee members are full Committee members.
- Mr. Muñoz emphasized mentorship can be critical in helping new Commission members engage. Mr. Cockrell added outreach from LGBT Center staff interested him in the integration process. Messrs. Johnson and Rosales then encouraged him to become involved at the Committee level which eventually led him to apply. Outreach from trusted community organizations is especially important for some populations who may feel unwanted at the Commission without support.
- Mr. Winder recommended clarifying terms, identifying objective interview standards and training interviewers to broaden representation. For example, those from impoverished backgrounds face interviewing challenges their interviewers may not understand and, despite seeking more youth, they are often not taken seriously precisely because they are young.
- ➡ Work on increasing representation from SPAs 1, 3, 5, 7 and District 5, especially among consumers. Identify and address barriers such as transportation. Listening sessions in under-represented areas may help inform the Commission on barriers.
- ➡ Add review of entire interview process to Work Plan. Review will include:
  - ▶ Develop training for interviewers which includes identifying objective standards and clarifying terms;
  - ▶ Review assignment of interview points for special populations, e.g., Native Americans;
  - ▶ Review interview questions including possible different set for new and renewal candidates;
  - ▶ Consider returning self-evaluation question to application for renewal candidates;
  - ▶ Review the current cap of two Commission members per agency;
  - ▶ Develop targeted recruitment for under-represented populations and areas;
  - ▶ Ensure mentorship of candidates and ongoing engagement of Commission members especially Alternates;
  - ▶ Initiate resignation process including re-initiation of exit interviews to evaluate barriers to renewal.

**A. Membership Drive - 2nd Cohort:**

**1) Membership Slate:**

- The Membership Work Group reviewed the 16 candidates' interview scores. Available vacancies were listed and candidates matched with seats for which they qualified. Renewal candidates were matched with current seats. Some seats lacked candidates. Just two had more than one.
- Mr. King noted the Scoring Matrix listed Shawn Imitates Dog's score as 82 including 5 points as a Native American special population. In review, it was determined those points were invalid since Operations had not identified the population prior to this membership drive so his score was 77. Populations will be reviewed prior to the next drive.
- ➡ There is a current cap of two Commission members per agency. Commission member Grissel Granados is from Children's Hospital as are renewal candidate Miguel Martinez and new candidate Chandi Moore. Mr. Martinez was nominated. Ms. Moore was also a very good candidate and would be encouraged to participate in other ways.
- ➡ Agreed not to seat Lambert Talley. His was the lowest of candidate scores though it met the requirement. Mr. Talley is committed to the work, but did not reflect comprehensive planning skills, e.g., responses to questions focused on a small subset of the population. He will be encouraged to continue participating as he has in the past.
- ➡ Shawn Imitates Dog and Jim Chud qualified for HIV stakeholder representative #6. Nominated Mr. Imitates Dog due to his knowledge, energy, community involvement and innovative approaches to HIV in the Native American community. Mr. Chud declined Alternate consideration. He served before and is knowledgeable especially on housing and the disabled, but has not always supported Commission planning initiatives or its code of conduct.

## Operations Committee Meeting Minutes

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- ➡ Final agreed slate: City of Long Beach representative, Julio Rodriguez; Provider representative #1, Joseph Cadden; Provider representative #3, Miguel Martinez; Provider representative #5, Terry Goddard; Provider representative #7, Terry Smith; Unaffiliated consumer, SPA 6, Octavio Vallejo; Unaffiliated consumer, Supervisorial District 1, Jose Muñoz; Unaffiliated consumer, Supervisorial District 3, Juan Rivera; Unaffiliated consumer, at-large #2, Joseph Green; Unaffiliated consumer, at-large #4, Bridget Gordon; HIV stakeholder representative #4, Terrell Winder; HIV stakeholder representative #6, Shawn Imitates Dog; HIV stakeholder representative #8, Michelle Enfield.

**Motion 3: (King/Stalter):** Adopt 2nd Cohort Membership Slate, as presented, and recommend to the Executive Committee for presentation at the 8/13/2015 Commission meeting for approval (**Passed: Ayes**, Green, Liso, Mills, Munõz, Rivera, Samone-Loreca, Smith, Winder, King, Stalter; **Opposed**, None; **Abstention**, None).

### 8. TRAINING AND CAPACITY BUILDING:

#### A. August 28th New Member Orientation:

- Mr. King reported Dr. Michael Green, DHSP, was helping develop the curriculum with HRSA Project Officer input and will deliver training. He has years of experience with both the prevention and care planning processes.
- Mr. Stalter encouraged treating the Orientation much like a regular full Commission meeting and ask all Commission members to attend. As well as a refresher for more experienced members, Orientation can serve as a team-building event that welcomes new Commission members and fosters networking including possible mentorship options.
- Mr. Cockrell supported networking, but sought to keep the focus on educating new members on basics, e.g., different funding streams, to help them navigate unfamiliar material. He suggested including break-out sessions geared to different skill levels to ensure basics are addressed. Mr. Muñoz added mentorship will also address basics.
- ➡ Orientation will be 8/28/2015 at St. Anne's Maternity Home. Doors will open at 9:30 for a meeting start at 10:00 am.
- ➡ Agreed to expect attendance at Orientation consistent with a regular Commission meeting. The September meeting will likely be cancelled due to a scheduling conflict with the USCA. Basic information is especially targeted to newer Commission members, but will be valuable as a refresher for all and Orientation also offers networking opportunities.

#### B. Comprehensive Training Plan (CTP):

- Member Orientation is only the first step in developing training to implement the CHP.
- Mr. Smith suggested incorporating a segment similar to the recent conference at St. Anne's Maternity Home on trauma. It included discussion on structural racism which relates to barriers that impede participation.
- Mr. Land noted the American Disabilities Act (ADA) was passed to increase access points. A better understanding of the ADA could facilitate its use to reduce barriers to Commission participation for under-represented populations/areas.
- Mr. Muñoz stressed differentiating between mentorship and training as well as determining how they should interact.
- ➡ Members of the re-initiated Training Work Group are: Messrs. Donnelly, Green, Land, Munõz, King and Stalter.
- ➡ A Mentorship Program will be developed for launch at Member Orientation. Messrs. King and Stalter will assist. Mentorship Program development will include:
  - ▶ Review interview process to ensure it is supportive;
  - ▶ New Commission members will receive a welcoming email from mentors and a welcome packet with a copy of the Bylaws, tips on how to participate in meetings and basics such as common abbreviations;
  - ▶ Determine how new members will be matched to individual mentors possibly using the 12 Step sponsor model with new members choosing their own mentors based on individual needs;
  - ▶ Develop pool of volunteer mentors with a mentor coordinator, training and a check list of points to cover.

### 10. NEXT STEPS:

- A. **2015 Operations Committee Work Plan:** The Co-Chairs will update the Work Plan for the next meeting.
- B. **Task/Assignment Recap:** There were no additional items.
- C. **Agenda Development for Next Meeting:** There was no additional discussion.

11. **ANNOUNCEMENTS:** There were no announcements.

12. **ADJOURNMENT:** The meeting adjourned at 12:25 pm.